

## Introduction and Purpose:

The School Module in Washington's Immunization Information System allows Washington State schools to electronically submit their annual school immunization status report. This training guide has comprehensive instructions on how to use the system to submit the report.

In this guide, you will be instructed on how to do the following:

- 1) Log into the School Module in the system under your username
- 2) Choose your desired school
- 3) Select the Washington Annual School Report
- 4) Fill out the Washington Annual School Report
- 5) Submit the completed report online
- 6) Troubleshoot and find answers to Frequently Asked Questions (FAQs)

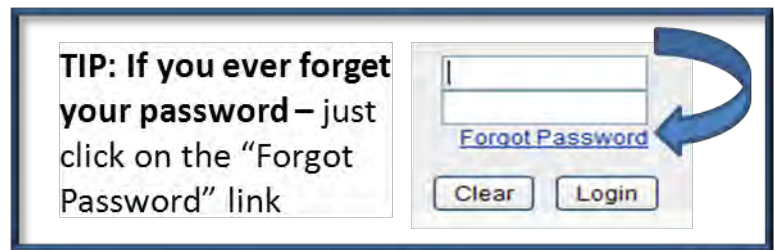
## STEP 1 - Log into the School Module

- 1) Navigate to the [www.childprofile.wa.gov](http://www.childprofile.wa.gov) website in your browser.
- 2) On the left hand Navigation Menu, click on the Main Menu Heading
- 3) Click on the word *Login*.
- 4) Type in your School Module username and password – these are different than your normal Child Profile account, if you have one.
- 5) Click the *Login* button
- 6) Once a year, you will be directed to a Confidentiality Agreement directly following login. Once reviewed, click “Accept” to move on.



## **NOTE:**

- Passwords are case sensitive, and must contain 8 characters, including at least one upper case letter, one lower case letter, and one number.
- Passwords will expire every 120 days. Once expired, the system will prompt you to change your password.
- For added security, please close the browser window after logging out of the Child Profile Registry.
- If you have trouble signing in or do not have a username & password, see the FAQs at the end of the document.



## STEP 2 – Choose your school

- 1) Select a school for this session by clicking the words *Click to Select*.
- 2) A separate window will appear that will allow you to search for the school.
- 3) Click the *Search* button to see a list of all schools (public and private) in the district. You can also narrow your search by using the filter options.

**Note:** If you are a private school, you are only assigned to the public school district where your school is located for technical reasons.

- 4) Find your school on the list and click the button to the left of the school name.
- 5) You are re-directed back to the previous screen, and the School field will show your selected school.
- 6) It is NOT necessary to choose a default grade from the dropdown list provided. This is for future use. Just use the default grade that automatically shows in the box, and continue.
- 7) Click the *Continue* button.
- 8) The School Nurse Reports page opens

The screenshot shows two overlapping windows. The top window, titled 'Choose School', has a 'School:' field with a red circle and the number 5, and a 'Click to select' button circled in red with the number 1. Below it is a 'Default Grade' dropdown menu with '6th Grade' selected, circled in red with the number 6. To the right is a 'Continue' button circled in red with the number 7. The bottom window, titled 'Select School', has search criteria: State (WASHINGTON), County (All Counties), School District (SPOKANE PUBLIC SCHOOLS), Type (All selected), and Name (empty). A red circle with the number 2 points to the 'Click to select' button in the top window. A red circle with the number 3 points to the 'Search' button in the bottom window. Below the search criteria is a 'Search Results' table with columns: Select, School Name, Street, City, State, Zip Code, and Public School. A red circle with the number 4 points to the 'Select' column of the table. The table lists several schools including Columbia Elementary, Endeavour Elementary, Harbour Pointe Middle School, Kamsak High School, Muklteo Elementary, Muklteo School Dist 8, and Olympic View Middle School.

**Tip:** After selecting your school, you should see the School reports page. If you do not see this page, do the following: 1) Click on the Reports Menu Heading on the left, and 2) Click on the words *School Reports*.

If your school district or school is not listed, email us at:  
[OICPSchools@doh.wa.gov](mailto:OICPSchools@doh.wa.gov).

## STEP 3 - Select the School Report

- 1) For all schools (public and private) that have any grades K-12 – click the *WA Annual School Report* link.
- 2) For instructions on completing the form, click the *Instructions for Completing Annual School Report* link.



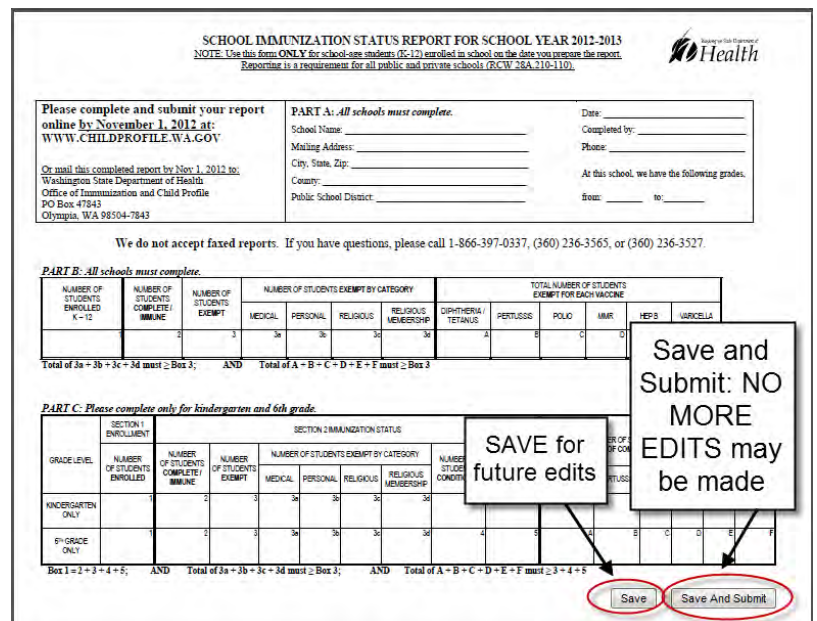
## STEP 4 - Fill out the School Immunization Status Form

- 1) Confirm that the information in part A is correct for your school. If not please email us at: [OICPSchools@doh.wa.gov](mailto:OICPSchools@doh.wa.gov)
- 2) All schools need to complete Part B for all grades in the school
- 3) Schools with kindergarten, 6<sup>th</sup> grade or both need to also complete Part C for those grades.
- 4) Click in the box, or use the “Tab” key to switch between the cells.
- 5) To help eliminate mistakes, if the numbers entered do not add up correctly, an error message will appear.
- 6) The “Saved By” field at the bottom of the screen shows the user who is logged in.

## STEP 5 – Submit the completed form

- 1) Click the *Save and Submit* button when you have completed the form. This locks and sends the report to the state.
- 2) Use the *Save* button if you are unable to complete the entire report at once. This will save the information entered, and make the form available for later edits, but the report is not submitted.

Note: You can only click the *Save and Submit* button once. After you click it, the report cannot be changed. Email us if you need to make a change.



**SCHOOL IMMUNIZATION STATUS REPORT FOR SCHOOL YEAR 2012-2013**  
NOTE: Use this form ONLY for school-age students (5C-17) enrolled in school on the date you prepare the report. Reporting is a requirement for all public and private schools (RCW 78A.210-210).

**Part A: All schools must complete.**

Please complete and submit your report online by November 1, 2012 at: [WWW.CHILDPROFILE.WA.GOV](http://WWW.CHILDPROFILE.WA.GOV)

Or mail this completed report by Nov. 1, 2012 to:  
Washington State Department of Health  
Office of Immunization and Child Profile  
PO Box 47843  
Olympia, WA 98504-7843

School Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Completed by: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
County: \_\_\_\_\_ At this school, we have the following grades: \_\_\_\_\_  
Public School District: \_\_\_\_\_ From: \_\_\_\_\_ to: \_\_\_\_\_

We do not accept faxed reports. If you have questions, please call 1-866-397-0337, (360) 236-3565, or (360) 236-3527.

**Part B: All schools must complete.**

| NUMBER OF STUDENTS ENROLLED K-12 | NUMBER OF STUDENTS COMPLETE IMMUNE | NUMBER OF STUDENTS EXEMPT | NUMBER OF STUDENTS EXEMPT BY CATEGORY |          |           |                      | TOTAL NUMBER OF STUDENTS EXEMPT FOR EACH VACCINE |           |       |     |      |           |    |
|----------------------------------|------------------------------------|---------------------------|---------------------------------------|----------|-----------|----------------------|--|-----------|-------|-----|------|-----------|----|
|                                  |                                    |                           | MEDICAL                               | PERSONAL | RELIGIOUS | RELIGIOUS MEMBERSHIP | DIPHTHERIA / TETANUS                             | PERTUSSIS | POLIO | MMR | HEPB | VARICELLA |    |
| 1                                | 2                                  | 3                         | 3a                                    | 3b       | 3c        | 3d                   | 4  | 5         | 6     | 7   | 8    | 9         | 10 |

Total of 3a + 3b + 3c + 3d must ≥ Box 3; AND Total of A - B - C - D = E + F must ≥ Box 3

**Part C: Please complete only for kindergarten and 6th grade.**

| GRADE LEVEL                | SECTION 1 ENROLLMENT | NUMBER OF STUDENTS ENROLLED | NUMBER OF STUDENTS COMPLETE IMMUNE | NUMBER OF STUDENTS EXEMPT | NUMBER OF STUDENTS EXEMPT BY CATEGORY |          |           |                      | NUMBER STUDENT CONCORD |
|----------------------------|----------------------|-----------------------------|------------------------------------|---------------------------|---------------------------------------|----------|-----------|----------------------|------------------------|
|                            |                      |                             |                                    |                           | MEDICAL                               | PERSONAL | RELIGIOUS | RELIGIOUS MEMBERSHIP |                        |
| KINDERGARTEN ONLY          | 1                    | 2                           | 3                                  | 3a                        | 3b                                    | 3c       | 3d        | 4                    |                        |
| 6 <sup>TH</sup> GRADE ONLY | 1                    | 2                           | 3                                  | 3a                        | 3b                                    | 3c       | 3d        | 4                    |                        |

Box 1 = 2 + 3 + 4 + 5; AND Total of 3a + 3b + 3c + 3d must ≥ Box 3; AND Total of A - B - C - D = E + F must ≥ 3 + 4 + 5

**SAVE for future edits**

**Save and Submit: NO MORE EDITS may be made**

**Save** **Save And Submit**

See the FAQ for more details.

## **Frequently Asked Questions**

For online readers, Ctrl + Click will shortcut to the question below

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### **Do all schools have to submit a report?**

**Yes.** All schools, both public and private, in Washington State are required by law (RCW 28A.210) to submit an immunization status report for their school. The report is required each year by November 1<sup>st</sup> for that school year.



### **I already have access to the Child Profile Immunization Registry to look up student records and print the Certificate of Immunization Status. Do I still need to register for this module?**

**Yes.** You need a separate login with a different username to submit the annual school immunization reports. This is a temporary requirement until additional school module functionality exists.





**I can't remember my password - what do I do?**

You can reset your password:

1. Click on the "Forgot Password" link below the username and password boxes.

2. This will direct you to the Forgot Password page. Type in your email address and username click *Send*. A new password will be sent to your email address shortly. Login in using your new temporary password.



**What if I don't have a username and/or password?**

Visit our **School Report webpage** for instructions on how to register. You will see a link to a registration page. After you register, your username and temporary password will be emailed to you using the email address you entered when registering.

School report web page address:

[www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolStatusReporting](http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolStatusReporting)



**I followed the steps for my forgotten password, but I haven't received an e-mail.**

When you reset your password, the email containing your new password may take up to 24 hours to reach your inbox. Some email systems may filter out any unknown addresses, including the e-mail that is sent by Child Profile. If you have waited, and still have not received a new password, then try checking your junk or spam folder in your email system. For the future, you may program your inbox to receive emails from [CHILDPProfile-DoNotReply@doh.wa.gov](mailto:CHILDPProfile-DoNotReply@doh.wa.gov). If none of these have worked, then you may try the process again, or send an email to [OICPSchools@doh.wa.gov](mailto:OICPSchools@doh.wa.gov).



**I can't remember my username - what do I do?**

If you can't remember your username, please send an email to [OICPSchools@doh.wa.gov](mailto:OICPSchools@doh.wa.gov).



## **I am logged in, but everything looks different and I can't find the reports– why?**

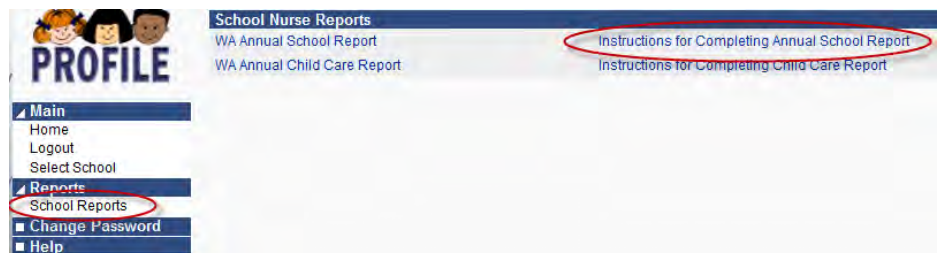
The School Module is a different system within Child Profile, and requires a separate login username and password. If you currently have a Child Profile username, it will not work for the School Module, and will lead you to the regular Child Profile site where you can look up a student's immunization records. You will need to remember to login with the appropriate School Module username and password, instead of the regular Child Profile username.

Other reasons for a different screen may be due to your web browser being an older version. Updating to the newest version usually fixes this problem.



## **I am not sure what some of the report fields are asking for, how do I find this information?**

If you have any questions about any of the individual fields in the report, a guide has been provided with detailed descriptions of the individual fields on the form. To access this guide, once you are logged in, click on the Reports Menu Heading, and then click *School Reports*. On this page, click on the link *Instructions for Completing Annual Report*. This will open a new window with a useful guide that contains explanations for each field on the WA Annual School Report.



## **How do I submit reports for more than one school in the same district?**

Just go to the Select School page and select a different school. If you don't see your school, email us at: [OICPSchool@doh.wa.gov](mailto:OICPSchool@doh.wa.gov)



## **Who else can access a saved form?**

The forms are saved under the individual school for which they are filled out. Any users who are registered under that particular school or district may open up the form with any changes that are currently saved to it.



**How do I print the completed form?**

Although there is no specific button provided on the website that allows you to print, you may still print the form at any time using your browser. One quick method is to right-click on the screen, and choose “Print...”, and then follow the instructions. Depending on your browser, there may also be a print option on the toolbar at the top of the screen, or under the main menu.



**How do I make edits to my report?**

A) You can change the number in any box while the report is opened and you haven’t clicked the *Save* or *Save and Submit* buttons.

B) If you click the *Save* button, you can go back and makes changes to the report. To do this, you log into the system as normal, select your school, and select the WA Annual School Report. You will see any information you entered and saved previously. Red messages at the top of the page tell you what fields that are not completed. At the bottom of the page, there will be a Last Saved Date with the date of the last save, and a Saved By field with the name of the person who made the last save (this is based on the name tied to the account). To make edits, simply continue typing in the appropriate information, and save or submit as needed, following the directions provided above.

C) If you click the *Save and Submit* button, you cannot make any further changes. If you made a mistake and need to make changes, email us at: [OICPSchool@doh.wa.gov](mailto:OICPSchool@doh.wa.gov).



### **I received error messages when I tried to submit the form - what do I do now?**

The form is programmed to give error messages when information is not entered correctly. The most common reason for an error message is from numbers that do not add up correctly. The error message will appear at the top of the form, and will give an indication of the reason for the error. Although there may be several reasons listed, the error may lie in only one box.

Here is an example of an error message when a form was submitted with errors. This example error was because of a single mistyped number in Part C. The total for one box may affect more than one section, resulting in several messages.

- The data from a previous save has been loaded into the worksheet.
- In Part C, Total of A + B + C + D + E + F must be equal to or greater than Box 2 + Box 3 + Box 4 (Sixth Grade).
- Part C, Diphtheria/Tetanus exempt/conditional/out of compliance (Box A) cannot be greater than Exempt + Conditional + Out of Compliance (2 + 3 + 4) enrolled for Kindergarten.

To solve the error, do the following:

- 1) Read the message carefully
- 2) Find the location of the error listed in the message.
- 3) Check that the numbers entered in the appropriate section are entered correctly. There are tips for adding under each section to help with this.
- 4) Make changes accordingly.
- 5) Re-submit the corrected form.



### **Is there a time limit for making edits to a previously saved form?**

There is no time limit for logging into the website and making further edits, but please be sure to save AND submit the form before the due date.



### **I need additional help – who do I contact?**

Please send an email to [OICPSchools@doh.wa.gov](mailto:OICPSchools@doh.wa.gov).

For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711). DOH 348-317 July 2012